



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
CHILD & FAMILY SERVICES AGENCY**



Office of Contracting & Procurement

TO ALL OFFERORS:

The Government of the District of Columbia, Child and Family Services Agency (CFSA) is seeking proposals from qualified offerors to establish an Adoption Resource Center. The purpose of the Adoption Resource Center is to provide support and information to foster and adoptive children and families who reside in the District of Columbia, or, whose adoptions were finalized in the District of Columbia. It is essential that the Center be administered with the goal of creating an environment that will allow foster and adoptive parents to voluntarily participate in the design and structure of proposed programs, provide peer support and offer input based on actual experiences. In creating and delivering these services, the Offeror shall establish a relationship with Healthy Families / Thriving Communities Collaboratives, and other community partners.

Interested Offerors who respond to this solicitation, must prepare two(2) separate documents identified as Part A and Part B. These documents must be conspicuously marked as follows:

- Part A - PROGRAM NARRATIVE
- Part B - BUDGET

The Program Narrative must address all components identified in Section C of this solicitation.

The Offeror must submit a Budget for the Base Year and for each of two(2) option years. The Offeror will prepare a detailed budget with the appropriate eleven (11) Schedules and Summary Sheets for the base year and only the summary sheets (without the eleven Schedules) for the two option years. The exercise of any options under the Base Contract shall be solely at CFSA's discretion and subject to the availability of funding.

Offerors may obtain copies of this solicitation between the hours of 9:00am and 4:00pm, Monday through Friday, except for legal holidays, at:

Child and Family Services Agency
Office of the Contracting Unit
L'Enfant Plaza, North Building
955 D Street, SW – Suite P101
Washington, DC 20024

Facsimile or electronic mail copies are not available. Each Offeror must record its' Name, Date and Time when acquiring a copy of this solicitation.

Respectfully,

Farouk A. Hosein
Contracting Officer



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
CHILD & FAMILY SERVICES AGENCY**



Office of Contracting & Procurement

**REQUEST FOR PROPOSALS
FOR
THE ESTABLISHMENT OF AN
ADOPTION RESOURCE CENTER**

RFP number: CFSA- 02- R-0013

OPENING DATE AND TIME: AUGUST 14, 2002 @ 9:00 AM

CLOSING DATE AND TIME: SEPTEMBER 27, 2002 @ 4:00 PM.

A Pre-Bidder's conference will be held on August 28, 2002 at 10:00am to address any questions or inquiries pertaining to this solicitation. This conference will take place at the CFSA headquarters located at 400 Sixth Street, SW, Washington, DC.

PART I - THE SCHEDULE

SECTION C

DESCRIPTION/SPECIFICATIONS/ STATEMENT OF WORK

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PART I - THE SCHEDULE

SECTION C

DESCRIPTION/SPECIFICATIONS/ STATEMENT OF WORK

The Offeror shall describe in its proposal, the ability to provide or comply with the following:

C-I. TARGET POPULATION

The Offeror shall provide services at this facility for any child or family who either live in the District of Columbia or had finalized their adoptions in the District of Columbia, as well as children in foster care with the goal of adoption. This overall population includes:

1. Children who have been adopted.
2. Families who have adopted children.
3. Children awaiting adoptive placement.
4. Families awaiting finalization of the adoption process.
5. Families needing post finalization support.
6. Families who are interested in adopting children in the District of Columbia.

C-II. SPECIFIC SERVICE REQUIREMENTS

CFSA expects that, at a minimum, the following services will occur at the Adoption Resource Center:

A. REFERRAL AND INTAKE PROCESS

The Offeror shall design a referral and intake process for children and/or families seeking services who are in the process of having their adoptions finalized or whose adoptions have been finalized in the District of Columbia, as well as for children awaiting adoptive placements. The Offeror shall make an initial assessment and determination whether the referral for services meets the eligibility criteria. This referral and intake process must meet the following criteria:

- Offeror shall design a tracking system of all referrals received, to include the disposition of those referrals, and follow up to the referral source within thirty (30) days on the outcomes.
- Offeror shall ensure that all referrals are assigned and contact made with the client within twenty-four (24) hours of receipt of the referral.

B. INFORMATION AND REFERRAL

Telephone/E-mail

The Offeror shall provide an information and referral service to support children and families and in doing so, shall ensure that there is a minimum of three (3) telephone lines and an adequate number of computers and related equipment dedicated to support this service. Moreover, at a minimum, the Offeror shall ensure that there is an adequate staff comprised of trained employees and/or volunteers to attend to this service during normal hours of operation, and an electronic capability to respond during non-operating hours.

Offeror shall ensure that all telephone attendants are skilled listeners with good communicating skills and the sensitivity to understand and assess each caller's needs, as well as to make referrals to appropriate community resources.

Offeror shall ensure that there is access to the Internet, together with e-mail capability and the ability to communicate with the hearing / speech impaired. The Offeror shall also establish a web site for publication of current and on-going information regarding adoption services in the District of Columbia.

C. CRISIS HELP LINE

The Offeror shall establish a Crisis Help Line to provide crisis counseling by telephone to clients and provide referral information about local agencies and organizations that may offer additional or more intensive services. The Offeror shall ensure that the Help Line operates toll-free 24 hours a day, seven (7) days a week. Calls to this Crisis Help Line may be anonymous and all calls must be kept confidential. However, whenever information is obtained that indicates a child has been/is being abused or neglected, the Offeror shall ensure that this information is immediately reported to the proper authorities as well as to the CFSA Hotline. All staff or volunteers who operate the Crisis Help Line must have completed a minimum of twenty-four (24) hours of Crisis Management training and be able to tailor information/referrals to each caller's specific needs.

D. FACE-TO-FACE COUNSELING

The Adoption Resource Center must be able to offer face-to-face counseling to all persons who are currently or were previously involved in the adoption process. The Offeror shall provide individual, family, and group counseling to clients as it relates to issues regarding adoption and related personal problems. In order to provide service, the Offeror shall ensure that the staff is knowledgeable about adoption and foster care experiences, as well as separation and loss. The Offeror shall ensure that all Counselors are adequately trained or can make appropriate referrals to professional expertise on psychological issues related to adoption, such as reactive attachment disorder. The Center staff shall facilitate adoption disruption conferences and act as advocate intermediaries in such cases. If necessary, the Offeror shall develop the capability to refer individuals or families to appropriate service providers. Payment for such services shall be made by the individual's or family's medical insurance or by Medicaid. The Child and Family Services Agency shall not be held responsible for any such payments.

E. GROUP MEETINGS

The Center shall provide facilitators as well as adequate meeting space to allow clients opportunities to discuss issues as they relate to adoption, search, and reunion with others in similar situations. The Center shall facilitate and encourage these group meetings for children, parents and adolescents.

F. ADOPTION AND REUNION INFORMATION

The Adoption Resource Center shall be responsible for providing information about various adoption and reunion support groups. The Center staff shall act as facilitators for guest speakers who share experiences from the perspective of the adopted person, birth parent, and/or adoptive parent in a question and answer forum. The Center shall provide assistance for adopted persons and birth parents who require help and support to approach persons they have been seeking. Supportive services shall also be provided to adoptive parents who assist adopted children in the search process.

G. PROVISION OF A REFERENCE LIBRARY

The Offeror shall make available reference books, tapes and videos relating to a myriad of adoption issues. These materials may be acquired through gift, donation, purchase, or private acquisition.

H. TRAINING PROGRAMS

The Offeror shall design a sufficient number of training programs to address such topics as abandonment, loss and separation, parenting, and cultural issues as they relate to the adoption process. The Center shall also develop the capability to provide training for CFSA staff, the CFSA Healthy Families/Thriving Communities Collaboratives, and private providers on adoption specific issues.

C-III. STAFFING REQUIREMENTS

- A. The Offeror shall recruit all staff and/or volunteers necessary to perform all tasks outlined in this solicitation. All staff and volunteers who work at the Center shall be fully trained, qualified, experienced, licensed or certified, as appropriate, to function within the scope of the requirements of this solicitation.
- B. The Offeror may require key staff or volunteers to possess a Bachelor's Degree in the Human Services field, and have sufficient training and experience in adoptions and knowledge of human behavior. The Offeror shall provide a minimum of forty (40) hours of initial training for all staff in areas related to their respective positions.
- C. The Offeror shall ensure that all employees and volunteers have been cleared through the Child Protection Registry, as well as through the Police Department(s) of the jurisdictions in which they have resided for the five years prior to date of employment with the Center under this contract.
- D. The Offeror shall ensure that all direct and indirect staff, including but not limited to consultants, do not have any prior criminal record of convictions for child abuse or molestation, sexual abuse, or drug use or drug involvement.
- E. Within thirty (30) days of contract execution and whenever new staff or volunteers are recruited, the Offeror shall submit to the Contract Administrator, current health certificates for each person to establish the absence of any communicable diseases.
- F. After award, the successful Offeror shall maintain written job descriptions covering all positions funded under this contract, as well as for those occupied by volunteers. Job descriptions will include education, experience, and/or licensing/certification criteria, a description of duties and responsibilities, hours of work, salary range and performance evaluation criteria. Such documentation must be maintained at all times and be available for inspection by CFSA officials upon request.
- G. The Offeror shall maintain a current organizational chart for all functions funded under the RFP which displays organizational relationships and demonstrates who has the responsibility for administrative oversight and program supervision over each activity.
- H. The Offeror shall ensure that all staff must be able to read, write, speak, and understand English proficiently, and that at least one staff member has the ability to speak and communicate in Spanish proficiently.

I. SPECIFIC REQUIREMENTS FOR THE EXECUTIVE DIRECTOR

The Offeror shall provide an Executive Director who will be responsible for the overall operation of the Adoption Resource Center, provide management and direction of all services required under this contract, and act as a principal liaison with CFSA, community partners and other stakeholders.

Executive Director's Qualifications

The Executive Director shall have a post graduate degree in Social Work or related disciplines, not less than five years experience in child welfare services, and be appropriately licensed in the District of Columbia.

C-IV. FACILITY REQUIREMENTS

- A. The Center must be centrally located within the boundaries of the District of Columbia, preferably on bus routes or Metro rail lines, and easily accessible from the surrounding Maryland and Virginia metropolitan communities.
- B. At all times during the period of performance, the Contractor must be in full compliance with all licensing and building code requirements governing District of Columbia properties, including compliance with the Americans with Disabilities Act. Prior to contract award, the Offeror shall provide a copy of the current Certificate of Occupancy issued by the Department of Consumer and Regulatory Affairs for the proposed site.
- C. The Offeror shall provide office space and all related facilities management services, such as janitorial services, telephone services, utilities, computers, facsimile machines, U.S. mail, copying machines, and all other related support services to accomplish the requirements under this contract. The Offeror's hours of operations shall be as a minimum Monday through Friday 12:00PM until 8:00PM and Saturdays 9:00AM through 5:00 PM.

C-V. REPORTING REQUIREMENTS

A. Reporting of Unusual Incidents

An unusual incident is defined as an event affecting staff or clients significantly different from the regular course of events or established procedures.

Within one (1) hour of the occurrence on an unusual incident, the Offeror shall report this incident by telephone or facsimile, and follow-up within twenty-four (24) hours with a detailed written report, to the Administrator, Permanency and Training Services. Failure to make any such reports can and may be cause for sanctions, including termination, under the awarded contract.

B. Quarterly Report

The Offeror shall submit a quarterly report to the Contract Monitor by the 10th calendar day following the close of each three-month period. This report shall be sufficiently comprehensive and at a minimum, include the following:

- A narrative on progress made in delivering services outlined in this solicitation.
- Statistics on the numbers of children and families served.
- Calls and follow-up to the hotline.

- The number of counseling sessions and group meetings conducted at the Center with a general summary of the outcomes.
- Interfaces with the Healthy Families / Thriving Communities Collaboratives and other community partners.
- Information disseminated to the general public and any responses received.
- Any unusual incidents occurring during the period along with the follow-up and results.
- Staffing changes made during the reporting period along with the number of positions which were vacant and the vacancy period.
- Any other information deemed relevant to report to CFSA.

C. Inventory Report

By the 10th calendar day following the close of each three-month period, the Offeror shall submit an inventory of all furniture, equipment, computer systems, or other property purchased with agency funds valued in excess of five hundred dollars (\$500.00), to the Contract Administrator. All such property shall be tagged and identified as “Property of the District Government” and will revert to the Child and Family Services Agency within 60 days of contract termination.

C-VI. RECORDS

A. PROGRAM RECORDS

At all times, the Offeror shall maintain accurate records reflecting initial and periodic assessments, initial and revised service plans, and the on-going progress of each child/family in a form prescribed by CFSA.

The Offeror shall have each client’s record available for review at all times by CFSA staff responsible for monitoring the contract.

B. ADMINISTRATIVE RECORDS

At all times, the Offeror shall maintain current and accurate records on all administrative activities resulting from this contract, including Personnel, Contracting, Financial and Facility records. Financial records must be maintained consistent with generally accepted accounting principles (GAAP).

C. INSPECTION OF RECORDS

At any time during the period under contract, the Contracting Officer may approve the inspection of any and all records maintained pursuant to it. Such inspection may take place by any authorized officials of the Government of the District of Columbia, or specifically, the Child and Family Services Agency, and may be announced or unannounced. In the event of announced visits, the Offeror may be granted a period of not to exceed five (5) business days to prepare records for inspection.

*****END OF SECTION C*****

PART I - THE SCHEDULE

SECTION D

PACKAGING AND MARKING

- D-1 All packages, letters, documents, correspondence and other data or matter relating to this contract must be marked with corresponding contract number.
- D-2 All postage and or mailing fees connected with performance of this contract shall be the responsibility of the contractor.

*****END OF SECTION D*****

PART I - THE SCHEDULE

SECTION E

INSPECTION AND ACCEPTANCE

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E-1 **INSPECTION AND ACCEPTANCE**

Inspection and acceptance shall be performed by the CFSA who shall accept or reject the services as soon as practicable.

E-2 **INSPECTION OF SERVICE**

(a) Definitions. "SERVICE," as used in this clause, includes services performed, and material furnished or utilized in the performance or services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the CFSA covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the CFSA during contract performance and for as long afterwards as the contract requires.

(c) The CFSA has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The CFSA shall perform inspections and tests in a manner that shall not unduly delay the work.

(d) If the CFSA performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall required subcontractors to furnish, without additional charge, all reasonable facilities and assistance for the safe and convenient performance of these duties.

(e) If any of the services do not conform to contract requirements, the CFSA may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by re-performance, the CFSA may (1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and (2) reduce the contract price to reflect the reduced value of the services performed.

(f) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the CFSA may (1) by contract or otherwise, perform the services and charge to the Contractor any cost incurred by the CFSA that is directly related to the performance of such service or (2) terminate the contract for default.

E-3 **QUALITY CONTROL**

The Contractor is responsible for controlling the quality of services that conform to the contract specifications. The Contractor shall establish procedures and processes to include, but not limited to; inspections to ensure that all contract requirements are met. The Contractor shall be required to submit a Quality Control Plan with their proposals, *see Section L, paragraph. L-2 (4)*

E-4 **PERFORMANCE EVALUATION MEETINGS**

During the performance of this contract, the Contractor's Program Manager shall meet with the CFSA at a time and place specified by the CFSA. Meetings shall be held as often as necessary after the 1st month as determined by the CFSA. A mutual effort shall be made to resolve all problems identified.

CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES

(a) The Contractor shall be held to the full performance of the contract. The CFSA shall deduct from the Contractor's invoice or otherwise withhold payment for any non-conforming service observed as specified below at Sections 1 and 2.

(b) A service task may be composed of several sub-items. A service task may be determined to be partially complete if the Contractor satisfactorily completes some, but not all, of the sub-items. In those cases, partial deductions may be taken from the Contractor's invoice. The CFSA reserves all rights for partially completed work as set forth below at Sections 1 and 2.

(c) The CFSA shall give the Contractor written notice of deficiencies by providing copies of the Monthly Summary Reports prior to assessing deductions for unsatisfactory or non-performed work.

Therefore:

(1) In the case of non-performed work, the CFSA:

(i) shall deduct from the Contractor's invoice all amounts associated with such non-performed work at the rate set out in Section B or provided by other provisions of the contract, unless the Contractor is permitted or required to perform pursuant to Section F and satisfactory completes the work;

(ii) may, at its option, afford the Contractor an opportunity to perform the non-performed work within a reasonable period subject to the discretion of the Contracting Officer, but in no event longer than 4 hours after notification and at no additional cost to the CFSA;

(iii) may, at its option, perform the services by the CFSA personnel or other means.

(2) In the case of unsatisfactory work, the CFSA:

(i) shall deduct from the Contractor's invoice all amounts associated with such unsatisfactory work at the rates set out in Section B or provided by other provisions of the contract, unless the Contractor is afforded an opportunity to re-perform and satisfactory completes the work;

(3) may, at its option, afford the Contractor an opportunity to re-perform the unsatisfactory work within a reasonable period subject to the discretion of the Contracting Officer

***** END OF SECTION E *****

PART I - THE SCHEDULE

SECTION F

DELIVERIES OR PERFORMANCE

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F-1 **PERFORMANCE**

Performance under this contract shall be in accordance with the terms and conditions set forth herein and by any modification made thereto. The period of performance under this contract shall be from date of award through 30 September 2003. CFSA shall have the sole discretion to exercise two option periods for up to a period of one (1) year each with a thirty (30) day written notice of the intent to exercise the option period. contract award

F-2 **PRE-PERFORMANCE CONFERENCE**

A pre-performance conference between the Contractor and the CFSA shall take place within ten working days following award of the contract and shall be held at a location chosen by the CFSA or on a mutually acceptable location. The purpose of this conference is to discuss any questions the Contractor may have regarding this contract, to explain the CFSA access and security requirements/restrictions, clarify contract specifications and discuss other pertinent information, which could have a bearing on the work to be performed.

F-3 **PERFORMANCE OF SERVICES**

The Contractor shall provide the required services during all work hours in accordance with the CFSA working schedule Monday through Friday local time including Federal CFSA holidays. Contractor shall be on-call or expected to work as needed no matter what day it may fall on. The following Federal CFSA Holidays are observed:

- | | |
|-----------------------------|-------------------------------|
| 1. 1 January | New Year's Day |
| 2. 3rd Monday of January | Martin Luther King's Birthday |
| 3. 3rd Monday of February | Presidents' Day |
| 4. Last Monday of May | Memorial Day |
| 5. 4 July | Independence Day |
| 6. 1st Monday of September | Labor Day |
| 7. 2nd Monday of October | Columbus Day |
| 8. 11 November | Veterans' Day |
| 9. 4th Thursday of November | Thanksgiving Day |
| 10. 25 December | Christmas Day |

F-4 **CONTRACTOR NOTICE REGARDING LATE PERFORMANCE**

In the event the Contractor anticipates or encounters difficulty in complying with the contract performance schedule, or in meeting any other requirements set forth in this contract, the Contractor shall immediately notify the Contracting Officer in writing giving full detail as to the rationale for the late delivery and why the Contractor should be granted an extension of time, if any. Receipt of the Contractor's notification shall in no way be construed as an acceptance or waiver by the CFSA.

F-5 **QUALITY CONTROL**

In compliance with the contract clause entitled "Quality Control" Section E-3, the Contractor shall provide a Quality Control Plan that contains, as a minimum, the items listed in Section L, L-2. (4). The Contracting Officer shall notify the Contractor of acceptance or required modifications to the plan at a mutually beneficial time and date. The Contractor shall make the required corrections and resubmit the Plan to the Contracting Officer for acceptance not later than the pre-performance conference.

***** END OF SECTION F *****

PART I: THE SCHEDULE

SECTION G

CONTRACT ADMINISTRATION DATA

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G-1 **CONTRACT ADMINISTRATION**

Correspondence or inquiries related to this contract and any resultant contract shall be addressed to:

Child and Family Services Agency
Farouk Housien, Contracting Officer
Contract Unit, Suit 5053
400 6th Street SW.
Washington, DC 20024

G-2 **MODIFICATIONS**

Any changes, additions or deletions to this contract shall be made by written modification by the Contracting **Officer only and no other.**

G-3 **INVOICE PROCESSING**

The CFSA will invoice the Contractor on a monthly basis in a format predetermined by the FACES information system. The Contractor shall review the FACES invoices make revisions as appropriate and return the signed invoice no later than ten (10) calendar days following the receipt of the invoice. All invoices shall be returned to:

Child & Family Services Agency
Accounting & Finance Office
400 Sixth Street, S. W.
Washington, D. C. 20024
Attn: Cora Davis
Telephone: 202-727-7219

G-4 **REVIEW/VALIDATION/CERTIFICATION OF INVOICES**

The Contractor shall review/validate all invoices received from the CFSA to assure the accuracy of the invoice. All invoices shall be returned to the CFSA within fourteen days (14) after the review/validation. Upon receipt of a properly validated invoice, the CFSA accounting technician will certify the invoice for payment within Five (5) working days.

G-5 **PAYMENTS**

Payment for completed validate/certified services that have been accepted by the CFSA will be made by the Finance Office listed in Paragraph G-3. All payments made resulting from this contract will be subject to a financial audit upon the completion or termination of this contract or at any time as deemed appropriate by the Contracting Officer. The CFSA will make payments on invoiced amounts in accordance with the prices listed in Section B.

G-6 **PROGRAM MONITOR**

The CFSA Program Monitor will be assigned at the time of award, and the Contractor shall be provided with the name(s) and telephone numbers.

G-7 GENERALLY ACCEPTED ACCOUNTING PRINCIPLES

The Offeror shall be required to maintain an accounting system in accordance with Generally Accepted Accounting Principles (GAAP). Such records shall be made available to the CFSA upon request. The Child and Family Service CFSA (CFSA) reserves the right to request additional information regarding the Offeror's organizational status and to require the Offeror to obtain an appropriate license, registration or certification to transact business in the District Columbia if such license, registration or certification is required by law.

G-8 RESPONSIBILITY FOR AGENCY PROPERTY

The Contractor shall assume full responsibility for and shall indemnify the Agency for any and all loss or damage of whatsoever kind and nature to any and all Agency property, including any equipment, supplies, accessories, or part furnished, while in contractor's custody and care for storage, repairs, or services to be performed under the terms of the resultant contract, resulting from the negligent acts or omissions of contractor or any employee, agent, or representative of Contractor or Subcontractor. The Contractor shall do nothing to prejudice the Agency's right to recover against third parties for any loss, destruction of, or damage to Agency property, and upon the request of the Contracting Officer shall, at the Agency's expense, furnish to the Agency all reasonable assistance and cooperation, including assistance in the protection of suit and the execution of instruments of assignment in favor of the Agency recovery.

***** END OF SECTION G *****

PART I: THE SCHEDULE

SECTION H

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H-1 **PROJECT MANAGERS/SUPERVISOR**

The Contractor shall provide responsible individuals to act as project managers or supervisors who shall be present whenever work is being accomplished at the work sites. The Project Managers must be authorized to make decisions and direct operations to ensure timely and effective performance of services.

H-2 **PERSONNEL**

The Contractor shall furnish supervisors, administrative and direct labor personnel to accomplish all work required. The Contractor shall not hire CFSA employees, or former employees of the CFSA whose employment would result in a conflict with CFSA standards of conduct directives and policies.

H-3 **COST OF OPERATION**

All costs of operation under this contract shall be borne by the Contractor. This includes but is not limited to taxes, surcharges, licenses, insurance, transportation, salaries and bonuses. No payments other than those provided for in the Price Schedule shall be made to the Contractor.

H-4 **INSURANCE**

The Contractor, at its expense, shall obtain, at the minimum, insurance coverage as set forth below prior to award of the contract and keep such insurance in force throughout the contract period.

The Contractor shall carry employer's liability coverage of at least one hundred thousand dollars (\$100,000.00).

The Contractor shall carry bodily injury, liability insurance coverage written on the comprehensive form of policy of at least five hundred thousand dollars (\$500,000) per occurrence.

The Contractor shall carry automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract. Policies covering automobiles shall provide coverage of at least two hundred thousand dollars (\$200,000) per person and five hundred thousand dollars (\$500,000) per occurrence for bodily injury and twenty thousand dollars (\$20,000) per occurrence for property damage.

The Contractor shall carry workers' compensation insurance covering all of its employees employed upon its premises and in connection with its other operations pertaining to this contract, and shall comply at all times with the provisions of the workers' compensation laws of the District of Columbia or another state if the contract work is performed outside of the District of Columbia.

All insurance provided by the Contractor as required by this section, except comprehensive automobile liability and worker's compensation insurance, shall set forth the CFSA and the CFSA of the District of Columbia as additional insured. All insurance shall be written with responsible companies. The policies of insurance shall provide for at least thirty (30) days written notice to the CFSA and the District prior to their termination or material alteration.

***** END OF SECTION H *****